



Budget

**DEVELOPING, IMPLEMENTING ANNUAL APPROPRIATIONS AND
AUTHORIZATIONS UNDER TITLE 10 UNITED STATES CODE SECTION 114**

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This publication implements Air Force Policy Directive (AFPD) 65-6, *Budget*. It outlines responsibilities for developing, presenting, and implementing annual appropriations and budget authorizations under Title 10 United States Code (U.S.C) Section (§) 114. It assigns responsibility to the Deputy Assistant Secretary (Budget) (SAF/FMB), Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller) (SAF/FM), for monitoring the development and presentation of appropriations requests. It assigns the Director of Legislative Liaison (SAF/LL) responsibility for 10 U.S.C. § 114 authorization requests. This instruction applies to all Secretariat and Air Staff offices; the Chief, Air National Guard; and the Chief, Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This revision updates organizational titles and aligns organizational responsibilities in agreement with current operations.

1. Overview: Headquarters Air Force Mission Directive (HAFMD) 1-12, *Assistant Secretary of the Air Force (Financial Management and Comptroller)* and “HAFMD 1-22, *Legislative Liaison* give SAF/FM and SAF/LL, respectively, the authority to form relations with Congress.

2. Responsibilities.

2.1. The following HAF offices, together with SAF/FM and SAF/LL, shall ensure that the Air Force posture, appropriations, and 10 U.S.C. § 114 authorization presentations are fully coordinated within their functional areas and that they reflect approved Air Force policy:

- 2.1.1. The Assistant Secretary of the Air Force (Acquisition) (SAF/AQ)
- 2.1.2. The Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR)
- 2.1.3. The Assistant Secretary of the Air Force (Installations, Environment & Logistics) (SAF/IE)
- 2.1.4. The Air Force General Counsel (SAF/GC)
- 2.1.5. Office of the Secretary of the Air Force, Public Affairs (SAF/PA)
- 2.1.6. DCS, Operations, Plans and Requirements (AF/A3/5)
- 2.1.7. DCS, Strategic Plans and Programs (AF/A8)
- 2.1.8. DCS, Logistics, Installations and Mission Support (AF/A4/7)
- 2.1.9. DCS, Manpower, Personnel and Services (AF/A1)
- 2.1.10. Office of the Secretary of the Air Force, Information Dominance - Chief Information Officer (SAF/CIO A6)
- 2.1.11. Deputy Chief Management Office (SAF/US(M))
- 2.1.12. Chief, Air National Guard (NGB/CF)
- 2.1.13. Chief, Air Force Reserve (AF/RE)
- 2.1.14. Other Headquarters USAF offices as requested by SAF/FMBL

2.2. The Deputy Assistant Secretary (Budget) (SAF/FMB). SAF/FMB is the office of primary responsibility within Headquarters Air Force for developing annual appropriations requests. SAF/FMB develops budget policy, and directs and monitors the development of all appropriations and 10 U.S.C. § 114 authorization requests through each level of budget review (that is, through the Executive Branch). SAF/FMB is responsible for presentations made during Congressional Appropriations and Budget Committee hearings. SAF/FMB delegates this authority to the Director of Budget and Appropriations Liaison (SAF/FMBL) as follows:

2.3. The Director of Budget and Appropriations Liaison (SAF/FMBL).

- 2.3.1. Develops Air Force Appropriations and Budget Committee presentation requirements.

2.3.2. Designates principal and supporting witnesses for these presentations and for related Congressional hearings. (These witnesses are usually the same who present similar or related material to the House and Senate Armed Services Committees).

2.3.3. Tasks, reviews, approves, and obtains official clearance for prepared witness statements which have been coordinated throughout Headquarters Air Force; ensures the statements are delivered to the respective committees on time.

2.3.4. Monitors all Appropriations and Budget Committee hearings; oversees the review and editing of hearing transcripts, and initiates all necessary follow-up actions (task requirements for inserts/questions for the record, etc.).

2.3.5. Furnishes interested Air Force offices all pertinent documents (such as printed hearing transcripts, committee reports, conference reports, and public laws).

2.3.6. Advises interested Secretariat and Air Staff offices on the progress of appropriations and budget related floor debates and conference sessions.

2.3.7. Assists the General Counsel of the Air Force; the Office of the Secretary of Defense, Office of Management and Budget; and the Congressional Committee staffs in developing the language of appropriations bills.

2.3.8. Follows the procedures in the Volumes of AFI 65-601, *Budget Guidance and Procedures*, in collaboration with SAF/FMB and the appropriate HAF offices to ensure that:

2.3.8.1. Appropriations and program authorizations issued are in agreement with appropriations and authorizations enacted into law;

2.3.8.2. The intent of congressional report language is identified and adhered to.

2.3.9. The Director of Legislative Liaison (SAF/LL). The office of primary responsibility within the Secretariat and Air Staff for developing and monitoring Air Force presentations to the House and Senate Armed Committees in support of 10 U.S.C. § 114 authorization requests. Specifically, the Director of Legislative Liaison (SAF/LL):

2.3.9.1. Develops Air Force House and Senate Armed Services Committee presentation requirements for Section 114 authorization hearings.

2.3.9.2. Designates principal and supporting witnesses for these presentations and for related Congressional hearings. (These witnesses are usually the same individuals who present similar or related material to the Appropriations and Budget Committees).

2.3.9.3. Tasks, reviews, approves and obtains official clearance for prepared witness statements that have been coordinated throughout the HQ USAF; ensures the statements are delivered to the respective committee on time.

2.3.9.4. Monitors all House and Senate Armed Services Committee hearings; reviews and edits the hearing transcript, and initiates all necessary follow-up actions (tasks requirements for inserts/questions for the record, etc.).

- 2.3.9.5. Furnishes interested Air Force offices all pertinent documents (such as printed hearing transcripts, committee reports, conference reports, and public laws).
- 2.3.9.6. Assists the General Counsel of the Air Force, the Office of the Secretary of Defense, and the Congressional Committee staffs in developing the language for 10 U.S.C. § 114 authorization bills.
- 2.3.9.7. Keeps interested HAF offices advised on the progress of 10 USC § 114 authorization floor debates and conference sessions.
- 2.3.9.8. Ensures that reports or other communications required by appropriations and authorization laws and reports are prepared and sent to Congress as requested.
- 2.3.10. Secretary of the Air Force, Office of Public Affairs (SAF/PA), Security Review will:
- 2.3.10.1. Provide security and policy review of prepared statements, transcripts, inserts, questions and for the record answers, slides, charts, and other material as requested by the Congressional Defense Committee.
- 2.3.10.2. In accordance with the Congressional Testimony and Clearance Procedures memorandum dated 17 Jan 2012, clearance of statements should begin processing as far in advance of the required date of transmittal to a congressional committee as possible. SAF/PA requests at least eight working days before any hearing to provide the DOD Office of Security Review time to clear the document to meet the Congressional Defense committee suspense date. Last minute hearings are the exception and will be processed on an expedited basis.
- 2.3.11. Other Secretariat and Air Staff Offices; Chief, Air National Guard and the Chief, Air Force Reserve:
- 2.3.11.1. Provide representation at appropriation, budget, and 10 U.S.C. § 114 authorization hearings, as necessary.
- 2.3.11.2. Provide principal and supporting witnesses, as required, and develop prepared statements for such witnesses. HAF/CX will develop prepared statements for SECAF, USECAF, CSAF, and VCSAF.
- 2.3.11.3. Prepare, review witness statements, and edit transcripts and prepare inserts and questions for the record as directed by SAF/FMBL and SAF/LL.

TIM BEYLAND
Administrative Assistant to the
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Under Secretary of Defense for Intelligence memorandum, “Interim Information Security Guidance,” 16 April 2004

DODD 5400.07, *DoD Freedom of Information Act (FOIA) Program*, 28 July 2011

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFI 90-401, *Air Force Relations with Congress*, 1 July 1998

AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 65-6, *Budget*, 1 May 1998

AFPD 90-4, *Relations with Congress*, 14 June 2012

Abbreviations and Acronyms

AC—Administrative Change

AFI—Air Force Instruction

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009